



Council on Technology Services

Mobile Workforce Workgroup Final Minutes

July 7, 2006

9:00 a.m. – 11:00 a.m.

Virginia Retirement System Headquarters
1200 E. Main St., Richmond, VA 23219

Members Present

Farley Beaton, Chairman (VRS)
Jerry Allgeier (VDACS)
Jeanne Branch (DPOR)
Linda Foster (TAX)

Darlene Quackenbush (JMU)
Bob Smith (Courts)
Mark Willis (VCU)

Members Absent

Bethann Canada (DOE)

Others Present

Mike Hammel, Staff (VITA)

Call to Order

Chairman Farley Beaton called the meeting of the COTS Mobile Workforce Workgroup to order at 9:10 a.m.

Welcome

Mr. Beaton welcomed the members to the workgroup and thanked them for their participation.

Approval of the Minutes

Mr. Beaton asked if there were any changes or corrections to the minutes from the June 28, 2006 meeting. There being none the minutes were approved as presented.

Finalize Charter

Mr. Beaton noted that two changes were made to the charter from the version previously distributed. Both were made to clarify the wording in the second paragraph of the Mission statement. He also stated that the charter will be presented to the full COTS membership next week at their regularly scheduled meeting.

Mark Willis suggested that we add a Goal and Objective statement pertaining to the benefits assumptions of a mobile workforce. The committee agreed and Mr. Beaton will add a statement (#2) to that effect.

For now, everyone agreed that the Milestones and Deliverables were probably obtainable.

Develop Work Plan

The committee reviewed each of the Workgroup Goals and Objectives in the charter. Excellent discussion pursued with many ideas for tasks and some changes to the charter itself. The major change dealt with eliminating goal number 5 pertaining to funding strategies. It was agreed that this was not a core deliverable but may be included as an appendix in the white paper if needed. Darlene Quackenbush suggested we added a goal to identify and document the Challenges to a Mobile Workforce. This will probably be added to new number 3. Jerry Allgeier suggested we be sure to define just what the scope of this project is and to define the terms, i.e., is it Mobile Workforce, Telecommuting, Teleworking, all of the above? This will be included in number 3 also.

Farley agreed to document the tasks list as discussed and working with Mike would redistribute when complete. In addition, Farley will make the discussed changes to the Charter. Mike will redistribute and publish on the web site when complete.

Plan presentation by The Telework Coalition

Mike Hammel introduced the idea of having someone from The Telework Coalition and/or The Telework Exchange come and present to workgroup. The committee agreed and Mike will approach the two entities to determine their interest and schedule.

Meeting Schedule, Agenda and Action Items for Next Meeting

The previously proposed schedule was discussed. Mike noted that with the current schedule, he would be out of town and miss three of the next four meetings. The committee agreed to shift the schedule by one week in August. The next meeting will be on July 26th. An effort will be made to have vendor presentations (see note above) on August 2nd. The next meetings will be on August 16th, 30th, September 13th, 27th, October 11th, 25th, November 8th, 22nd, and December 6th, 20th.

Mike agreed to email the members a number of resource documents and links on Teleworking so they can begin thinking about the workgroup tasks described in the charter.

New Business & Public Comment

Mr. Beaton asked if any Workgroup members had new business to bring to the Council. There was none.

Mr. Beaton asked for public comment. There was none.

Adjournment

There being no further business, Mr. Beaton adjourned the meeting at 10:20 AM.